

Transportation/Clerical Worker Needed

The Loudon County Senior Center and Office on Aging is hiring a transportation/clerical worker.

Duties:

- Driving and transporting participants from one location to another in the provided vehicle. Provide assistance for participants who are frail or handicapped.
- Securing the vehicle at the end of each work day.
- Schedule and document routine maintenance on vehicle. Keep vehicle clean, inside and out. Must have a License a valid Tennessee Class D Operation Driver's License
- Clerical work: Do routine telephone calling and visiting, updating files, must have computer skills, able to answer phones and do light office work.

If you are interested in the job fill out an application for Loudon County Government that is available online.

We will be taking applications and resumes from November 13th until Nov.24th.